



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PM-3**

June 23, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ANTELOPE VALLEY BUILDING AND SAFETY
DISTRICT OFFICE REFURBISHMENT
ESTABLISH C.P. 86822
APPROVE APPROPRIATION ADJUSTMENT
APPROVE PROJECT BUDGET
SPECS. 6653; C.P. 86822
SUPERVISORIAL DISTRICT 5
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Establish Capital Project 86822 for design and construction of the Antelope Valley Building and Safety District Office Refurbishment project.
2. Approve the enclosed appropriation adjustment that transfers \$1,400,000 from various Public Works office space refurbishment C.P. 86708 to the Antelope Valley Building and Safety District Office Refurbishment, C.P. 86822.
3. Find that the Antelope Valley Building and Safety District Office Refurbishment project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA).

4. Approve the project total budget of \$1,400,000, and authorize the Acting Director of Public Works to deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approving the recommended actions will establish a capital project and allow Public Works to proceed with the Antelope Valley Building and Safety District Office Refurbishment project.

The Antelope Valley Building and Safety District Office is located in the City of Lancaster and serves a rapid developing area of over 1,300 square miles. This field office is in dire need of interior renovation work to create a more customer friendly environment, improve one-stop permitting operations for the public, and improve office function and productivity.

Office space improvements will include a large training/conference room for shared use with Fire, Regional Planning, Health Services, and Public Works Departments' staff. This feature will increase cross-departmental collaboration and enhance the effectiveness of the one-stop permitting concept. Tenant improvements will also include additional staff work stations, improved computer and telecommunication services, and additional plan review and storage areas. The proposed project will also provide a public meeting room, customer work area, Americans with Disabilities Act accessible counter, parking, and path of travel. Upon completion of the design by Public Works, we plan to use a Board-awarded Job Order Contract (JOC) to complete this project.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals of Fiscal Responsibility and Service Excellence by investing in public infrastructure and providing building renovations that will greatly enhance the level of customer service.

FISCAL IMPACT/FINANCING

The project's total cost estimate, including relocation, construction, equipment, design, consultant's fees, and County services, is \$1,400,000. A Project Schedule and Budget Summary are included in the Enclosure.

Upon your Board's approval of the enclosed appropriation adjustment transferring \$1,400,000 from various Public Works office space refurbishment, C.P. 86708, to the Antelope Valley Building and Safety District Office Refurbishment project, C.P. 86822,

there will be sufficient funding for this project. Furthermore, Public Works will allocate 1 percent of the design and construction costs to provide and/or finance civic art in accordance with the County's Civic Art Program for Capital Projects Policies and Procedures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Board-approved JOC will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees were included in the JOC.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

ENVIRONMENTAL DOCUMENTATION

The proposed project qualifies for a Categorical Exemption pursuant to Section 15301(a) of CEQA and Class 1(c) and (d) of the Environmental Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, since the office improvements are limited to interior alterations involving new interior partitions and ceilings.

Upon approval of the exemption by your Board, a \$25 handling fee will be paid to the Registrar-Recorder/County Clerk for filing a Notice of Exemption in accordance with the requirements of Section 21152(a) of the California Public Resources Code.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

To mitigate construction impact to the public and occupants, construction activity will be phased and will take place during off hours. This project will allow for continuous uninterrupted operations of the Antelope Valley Building and Safety District Office.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Acting Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

June 23, 2005

ENCLOSURE

**ANTELOPE VALLEY BUILDING AND SAFETY
DISTRICT OFFICE REFURBISHMENT
ESTABLISH CAPITAL PROJECT 86822
APPROVE APPROPRIATION ADJUSTMENT
APPROVE PROJECT BUDGET
SPECS. 6653; C.P. 86822**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	02/12/04*
Project Feasibility	03/04/04*
Project Program	03/31/04*
Design Construction Document Jurisdictional Approval	7/21/05 8/25/05
Award Work Order JOC	11/1/05
Construction Substantial Completion Acceptance	05/01/06 06/01/06

* Indicates completed activities.

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition Relocation	\$ 50,000
Construction	\$ 808,500
Equipment	\$ 50,000
Design	\$ 50,000
Consultant Services	\$ 32,000
Miscellaneous Expenditures	
a) Furniture, Fixtures, and Equipment (FFE)	\$ 200,000
b) Printing/Legal	<u>\$ 13,000</u>
Subtotal	\$ 213,000
Jurisdictional Review and Plan Check	\$ 8,000
Civic Art Allocation	\$ 9,000
County Services	\$ 179,500
TOTAL	\$1,400,000